

Department of Health and Human Services

Coordinator for Technical Assistance and Administrative Management GS 601-14/15

Introduction

The Civilian Stabilization Initiative is a joint project of the Department of State, the United States Agency for International Development, and the Departments of Justice, Agriculture, Health and Human Services, Commerce, Treasury, and Homeland Security to build U.S. Government (USG) civilian capacity and expertise necessary to respond rapidly to a reconstruction and stabilization (R&S) crisis.

It complements the tiered standing response capacity of Civilian Response Corps (Active Component, Stand-By Component, and Civilian Reserve Component) of U.S. domestic capacity agencies to address reconstruction and stabilization challenges as a priority component of U.S. national security (CRC-A, CRC-S and CRC-C).

The primary objective is to assure that all technical stabilization and reconstruction programs and activities undertaken by the reconstruction and stabilization team are consistent with and supportive of overall USG policy and health diplomacy objectives as determined by CRC-A in consultation with host-country authorities; and that undertaken US health programs and activities complement one another to achieve a sustainable and effective development or reconstruction effort consistent with USG interests and goals, and which can complement, encourage and help direct efforts by other reconstruction and stabilization donors and partners. The coordinator provides administrative oversight and guidance to the CRC-A team to assure fiscal and technical accountability and progress of reconstruction and stabilization efforts. The coordinator monitors and reports on progress and identified critical gaps in the health program. The coordinator manages efforts to correct gaps or other identified deficiencies in the reconstruction and stabilization effort.

Major Duties and Responsibilities

Provide leadership and guidance to the Civilian Stabilization Initiative in the host country. Coordinates stabilization and reconstruction activities in primary health care and public health in the host country in cooperation with the relevant USG agencies in country, and host-country, regional and international partners

Provide oversight to assure that CRC-A activities are supportive of and consistent with CRC-A policy and USG health diplomacy initiatives and objectives.

Assure the integration of technical and administrative emergency/disaster preparedness and response methodology into the work of the reconstruction and stabilization team in country.

Facilitate team work with host-country health officials, and other national and international and national partners working in health system stabilization and reconstruction programs and activities

Participate in in-country CRC-A and USG strategic planning and decision-making processes assure reconstruction and stabilization programs and activities are consistent with and support USG health diplomacy policy.

Provide recommendations to CRC-A and USG decision makers on the continuation, modification or cessation of stabilization and reconstruction technical programs and activities by providing field and theatre perspectives and assessments of host-country needs, security issues or host-country political considerations.

Prepare stabilization and reconstruction health sector profiles for USG and host country officials based on reconstruction and stabilization assessments of primary health care and public health system status and components in the country. Advocate with host-country officials for acceptance of stabilization and reconstruction activities and programs.

Oversee the fiscal and administrative accountability of health care and public health stabilization and reconstruction initiatives, and generates reports of initiative resource usage, the meeting of benchmarks and objectives, and the overall impact of USG health care and public health related stabilization and reconstruction technical assistance on host-country health.

Evaluation Factors

Knowledge required by the position

Doctorate degree in medicine or related health sciences is desirable. Advanced degree in public health, international health or disaster management with specialized training in emergency or disaster relief efforts and activities.

Experience in international public health including emergency and humanitarian response, at the bilateral and multilateral level, with experience in strategic level health system stabilization and reconstruction including primary health care and public health administrative capacity building and implementation.

Knowledge and experience in practicing on health care or public health delivery in low-resourced communities including program/activity initiation and assessment and experience in humanitarian relief efforts.

Ability to prepare rapid response operations and their implementation during public health emergencies, complemented by demonstrated ability to identify and manage programs and activities under difficult and austere situations.

Ability to lead/coordinate multidisciplinary and multinational staff.

Ability to develop and promote collaborative partnerships under stressful situations.

Ability to assess, monitor, analyze and evaluate the operations of public health and health care systems, associated with emergency or destabilized situations, with the ability to conceptualize, advocate for, and implement innovative strategies and programs that build or strengthen health systems in destabilized countries.

Ability to communicate in writing and orally with superiors, national and international partners and players effectively.

Ability to perform work effectively under time pressures and stressful situations using tact, discretion to promote consensus and exercise excellent interpersonal skills while working under austere conditions and time constraints.

Supervisory Controls

Supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered to be technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice, and influence of the overall program, or contribution to the advancement of technology. Recommendations for new projects or alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national/international priorities.

Guidelines

Work assignment are chiefly under broad and general policy statements, regulations, and laws, the employee must exercise considerable judgment and ingenuity in interpreting and adapting the guides that exist, and in developing new and improved techniques and methods where appropriate guidelines are totally lacking. Frequently, the incumbent is recognized as an authority in stabilization and reconstruction health sector profiles for USG and host country officials based on assessments of primary health care and public health system status and components in the country having responsibility for the development of nationwide or international standards, procedures, and instructions to guide operating personnel.

Complexity

Work includes a broad range of activities and involves the identification and treatment of novel or obscure problems which require the employee to be versatile and innovative in adapting and modifying precedents, methods and techniques. Assignments are characterized by many difficult considerations due to breadth, diversity, or intensity of health problems encountered. Factors to be considered include (1) support and strengthen the delivery of primary health care in the host-country; (2) monitor and report on CRC-A progress and identified critical gaps in the health program; (3) manage efforts to correct gaps or other identified deficiencies in the CRC-A effort; and (4) achieve a rational approach to accessing and using essential medicines, biologics and medical devices, and support service supplies and equipment. Work often includes originating new techniques and developing new information for use by other public health personnel.

Scope and Effect

Purpose of the work is to assure that all technical stabilization and reconstruction programs and activities undertaken by the CRC-A team are consistent with and supportive of overall USG policy and health diplomacy objectives as determined by CRC-A in consultation with host-country authorities; and that undertaken US health programs and activities compliment one another to achieve a sustainable and effective development or reconstruction effort consistent with USG interests and goals, and which can compliment, encourage and help direct efforts by other reconstruction and stabilization donors and partners. Results affect the work of public health experts within the host-country and within and outside the agency or the development of major aspects of the mission preventive health programs.

Personal Contacts

Contacts include a variety of officials, managers and other scientists/health professionals of host-country and other agencies or outside organizations. Included are contacts with healthcare experts from other countries, agencies, universities, and professional associations; with management representatives in private industry or Federal agencies; with contractors, engineers, and safety specialists within private companies or agency plants; and with a variety of experts within related public health and safety fields. These contacts are not established on a routine basis, but vary as to the purpose and extent of the mission, and as to the roles and authority of the parties involved.

Purpose of Contacts

Purpose of contacts is to provide guidance and support host-country officials on re-establishing or improving primary health care technical support capacity, practices, and to evaluate health conditions to gain compliance with public health standards, policies, and regulations. These contacts often involve dealing with skeptical or uncooperative persons and include serious technical disagreements and difficult diplomatic relations. Thus, the employee is required to exercise tact and diplomacy in gaining the confidence and cooperation of those contacted.

Physical Demands

Work is generally sedentary, although there may be some walking or bending during studies in the field. Incumbent must be capable to manage people effectively under stressful situations.

Work Environment

Work is usually performed in an office setting, meeting rooms, or similar settings. Travel involves visiting different regions in a host country with the normal risks and discomforts of automobile, bus, rail or air transportation. Incumbent is capable to live and work with multicultural partners in an unstable or post-conflict environment that is austere.

Special Note: Incumbent must be able to speak and write on technical subjects in English and ideally a second language.